



## INTERNSHIP ADVERTISEMENT

<b>Position</b>	<b>Intern</b>
<b>Period</b>	<b>3 months with possibility for renewal based on performance</b>
<b>Location</b>	<b>Nairobi, Kenya</b>
<b>Supporting</b>	<b>All KHRC thematic areas</b>
<b>Period of engagement</b>	<b>June – December 2026</b>
<b>Reporting to:</b>	<b>Program Managers</b>

### About KHRC

The **Kenya Human Rights Commission (KHRC)** is a premier and flagship Non-Governmental Organization (NGO) in Africa, established and incorporated in 1992 by Kenyans exiled in the United States of America (USA), and later registered in Kenya in 1994. KHRC founders are among the foremost leaders and activists in struggles for human rights and democratic reforms in Kenya and beyond. KHRC seeks to hire **four interns** to support the following areas: **Program, Legal, and Administration.**

### Overall Purpose:

An intern offers support and reports to all offices. The intern position seeks to contribute and work with other team members to provide administrative, financial, programmatic, communication, legal, and field support where required. Interns will not engage or make any decisions on behalf of the Commission and will work closely with all team members assigned to them to drive KHRC's strategic direction.

### Duties and responsibilities

- a) Offer support to all thematic areas in the implementation of the organization's operational plan as directed by the Program Managers, including undertaking administrative work.
- b) Assist in all thematic areas when undertaking fieldwork, including quality report writing, facilitation, training, or community mobilization.
- c) Assist in the legal affairs department by undertaking legal research, preparing legal documents, and legal policy analysis.

- d) Assist in reviewing and editing various consultant reports, including policy briefs, and conducting desktop research and developing quality reports on key issues related to KHRC work.
- e) Assist in the analysis of relevant bills and coming up with recommendations, monitoring media reports, and generating bi-monthly reports.
- f) Assist in organizing training, conferences, or meetings for all KHRC constituents and generate quality reports of all meetings/conferences.
- g) Assist in the preparation processes for any field work activities, including the collection of materials to be distributed, and pack all activity materials as directed by the Program Manager or Advisor in charge of the activity.
- h) Undertake any other duties assigned by the internship committee or managers.

**We are looking for candidates who are:**

- a) Good at planning and organization skills and have efficient work methods.
- b) Able to work well in a team as well as independently.
- c) Empathetic and passionate to support persons from all walks of life and have a passion for human rights.
- d) Able to take initiative, prioritize, organize workload, meet deadlines, and work under pressure
- e) Attentive to detail and accuracy
- f) Willing to learn, teachable, and have a good work ethic and attitude.

**Qualifications we are looking for:**

- a) A first degree in a discipline that relates to the areas indicated, or a recent graduate who has completed all coursework and is awaiting graduation. **For more information on our thematic areas, visit our website [www.khrc.or.ke](http://www.khrc.or.ke).**
- b) **Applicants to the Legal Area should be students who have finished their 4<sup>th</sup> year of study in Law and are awaiting graduation, or students who have gone through Kenya School of Law (KSL) and are awaiting admission to the bar. *This is mandatory.***

**Application Procedure**

We will require an application letter stating why you are interested in joining the KHRC internship program, together with a detailed CV, sent to [vacancies@khrc.or.ke](mailto:vacancies@khrc.or.ke) on or before **Monday, 11<sup>th</sup> May 2026**. Indicate in the subject line the thematic area you are applying to as follows: **INTERNSHIP – PROGRAMS, LEGAL, ADMINISTRATION.**

**Applications that do not meet set requirements will not be considered. Only shortlisted applicants will be contacted.**